

CONTRACT MANAGER

User Guide

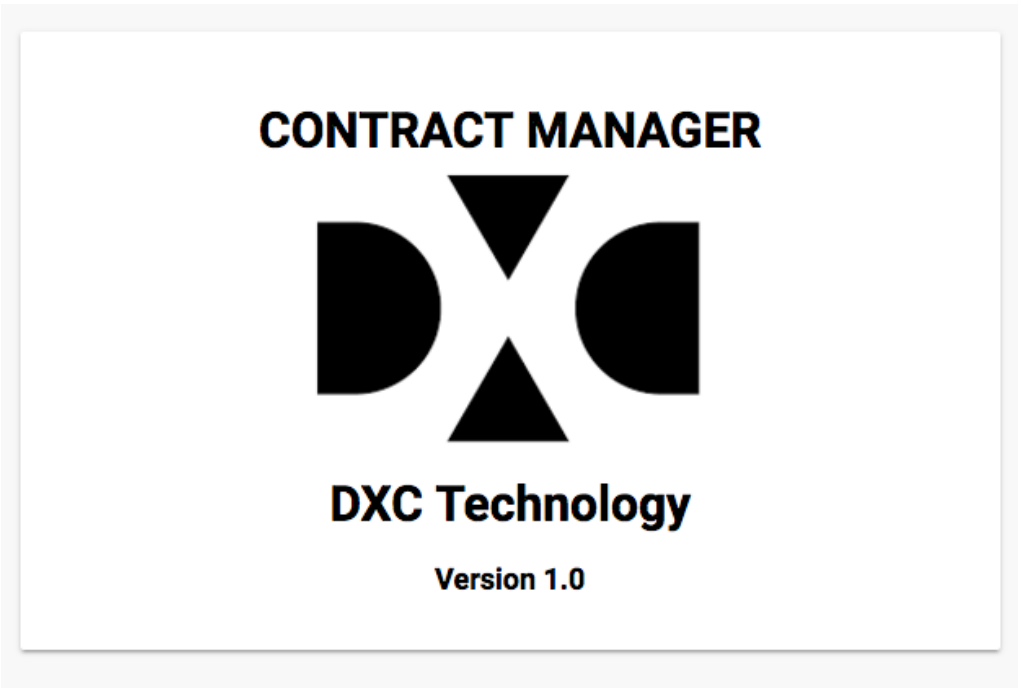


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1 Structure of the Application

Following are the elements of the application

1.1. Header

1.1.1. Menu



1.1.2. Current User Information



1.1.3. Quick Program Search



The search bar helps you search program and switch to it.

1.2. Section Editor

Each section has an edit button. Use it to change values within that section. Once done you can save it or revert back the changes

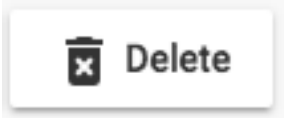


1.3. Tool bar

A program and order can be downloaded in pdf format. User the **Print** button to download it.



At few places we have **Delete** button, this would delete the the entity under consideration

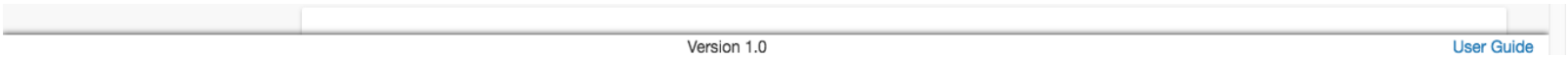


1.4. Pagination

The lists are supported with pagination at the bottom; use it navigate between the pages



1.5. Footer



It shows application’s versions and you can download this guide from there

2 Home

It has list of programs grouped by recent actions

- 1. Name of the program
- 2. Date when the program was updated
- 3. Navigate to program

2.1 Recently Updated

RECENTLY UPDATED		
#	Name 1	Updated On 2
1	Defence and Security Accelerator	May 24, 2017
2	Counter-proliferation 3	May 24, 2017
3	Domestic Programme	May 24, 2017
4	Cross-Government Prosperity Fund Programme	May 24, 2017
5	Domestic Programme Fund	May 24, 2017

2.2 Recently Created

RECENTLY CREATED		
#	Name 1	Created On 2
1	Broadband Delivery	May 23, 2017
2	Domestic Programme Fund 3	May 18, 2017
3	State Children's Insurance	Apr 26, 2017
4	Cross-Government Prosperity Fund Programme	Apr 25, 2017
5	Domestic Programme	Apr 25, 2017

2.3 Recently Viewed

RECENTLY VIEWED		
#	Name 1	Viewed On 2
1	Broadband Delivery 3	May 24, 2017
2	Defence and Security Accelerator	May 24, 2017
3	Counter-proliferation	May 24, 2017
4	Domestic Programme	May 24, 2017
5	Cross-Government Prosperity Fund Programme	May 24, 2017

2.4 Advance Search

Using this you should be able to drill down to specific set of programs

ADVANCE SEARCH

Filters

1

☒ Program Name

Program Search

Q

3

☒ Contract Type

4

5

Add filter 2

select an option

Program Name

Phase

☒ Contract Type

Subcontract

Prime Contract

Program Number

Contract Id

RFP #

- 1. Program Name- - the default filter; you can deselect it
- 2. use it to add more filters
- 3. Newly added filter
- 4. Apply –button to go to results.
- 5. Clear –to reset values of filter

3 Programs

3.1 List of programs

3.1.1 Filters

1

☒ Program Name

3

☐ Contract Type

4

☒ RFP #

5

6

ADVANCE FILTER

2 Add filter

select an option

1. default filter
2. use it to add more filters
3. additional unselected filter
4. another selected filter
5. Apply – button to go to results.
6. Clear - to reset values of filter

3.1.2 Clear List

PROGRAMS	
#	Name 1
1	Broadband Delivery
2	Domestic Programme Fund 2
3	State Children's Insurance
4	Cross-Government Prosperity Fund Programme
5	Domestic Programme
6	Counter-proliferation
7	Army Federal Program

1. Name of program
2. Click on any program to show detail

3.2 Program Viewer

A program’s details have been segregated into following 8 tabs

1 General

2 Affiliations

3 Contacts

4 Financials

5 Terms & Conditions

6 History & Contract Mods

7 Orders

8 Documents

3.2.1 General

3.2.1.1 General Information

GENERAL INFORMATION

1

Program Number:

103492

2

Program Name:

Broadband Delivery

3

Phase:

Canceled

1. Auto generated program number -
2. The program name
3. Phase

3.2.1.2 Summary Information

SUMMARY INFORMATION

1

RFP #:

32568

2

Letter Contract #:

a85791

3

Prime Contract #:

OoD-2345

4

Contract Id #:

35894

5

Role:

Prime

6

Subcontract #:

35894.12

1. RFP#
2. Letter Contract #
3. Prime Contract #
4. Contract Id#
5. Role
6. Subcontract #

3.2.1.3 Contract Types

CONTRACT TYPES	
#	Contract Type 1
1	Time & Material
2	Cost Plus Incentive
3	Firm Fixed Price

1. It can take multiple values

3.2.1.4 Primary Place of Performances

PRIMARY PLACE OF PERFORMANCES	
#	Places 1
1	Arkansas
2	California
3	Delaware

- 1. Multiple Places

3.2.1.5 Award Basis

AWARD BASIS			
1 Award Basis:	Multiple	2 If task/delivery orders then competition is:	Discretionary

- 1. Multiple or Single
- 2. can be one of
 - Discretionary
 - None
 - Required

3.2.1.6 Service Offerings

SERVICE OFFERINGS	
#	Service Offering 1
1	Applications Maintenance
2	Health Care Finance Administration (HCFA)
3	Business Continuity

- 1. can be one of the service offerings

3.2.1.7 Corporate Identifier

CORPORATE IDENTIFIER			
1 CAGE Code:	0CVK8	2 Corporate DUNS:	07-781-7617
3 Corporate Location:	225 Grandview Ave, Camp Hill, PA		

- 1. One of the CAGE Codes
- 2. Corporate DUNS attached with CAGE code
- 3. One of the Corporate Location

3.2.1.8 Renewal

RENEWAL			
1 Current Term Expires On:	May 31, 2017	2 Next notice of intent due by:	May 17, 2018
3 Valid exercise requires (day[s] notice):	3		

- 1. Date of Current Term Expiration
- 2. Due date of Next notice of intent
- 3. Day[s] of notice required for valid exercise

3.2.1.9 Dates

DATES			
1 Award Date:	May 24, 2017		
2 Maximum Term Start Date:	May 25, 2017	3 Maximum Term End Date:	May 31, 2017
4 Base Period Start Date:	May 31, 2017	5 Base Period End Date:	May 31, 2018

- 1. Award Date
- 2. Maximum Term Start Date
- 3. Maximum Term End Date
- 4. Base Period Start Date
- 5. Base Period End Date

3.2.1.10 Option Periods

OPTION PERIODS				
#	Number 1	Start Date 2	End Date 3	
1	12558	May 24, 2017	May 31, 2017	
2	12885	Jun 4, 2018	Jun 29, 2018	

- 1. Number
- 2. Start Date
- 3. End Date

3.2.1.11 Procurement Regulations

PROCUREMENT REGULATIONS		
#	Regulation 1	Notes 2
1	NASA	Notes
2	DFARS	Notes

1. Regulation
 - FAR
 - NASA
 - DFARS
 - Other
2. Notes

3.2.1.12 Owners

OWNERS		
#	Owner 1	Type 2
1	Justin Clark	Finance
2	Newm	Legal

1. Owners
2. Type

3.2.2 Affiliations

AFFILIATIONS		
#	Affiliation Type 1	Program Name 2
1	IS THE SAME ISS	Army Federal Program 3
2	IS A RELATED CL	Federal 1
3	IS A CROSS REFE	Newfederal

1. [Affiliation Type](#)
2. Program Name
3. Click on any program to detail.

3.2.3 Contacts

CONTACTS		
#	Type 1	Contact 2
1	Awarding Agency	Federal
2	Payment Office	Thomson Brett
3	Contractor	Andrew Flintop

1. Type
 - Awarding agency
 - Govt. POC
 - Contractor
 - Payment Office
2. Contact

3.2.4 Financials

3.2.4.1 Financial Control data

FINANCIAL CONTROL DATA	
1 Responsibility Center:	Journal of Higher Policy

1. Responsibility Centre

3.2.4.2 Payment Information

PAYMENT INFORMATION	
1 Payment Office:	Andrew Flintop
2 Special Billing Provisions:	None

1. Payment office
2. Special Billing Provisions

3.2.4.3 Mechanics

MECHANICS			
1 Authorized Users:	Albert	2 Contract Ordering:	Centralized

1. Authorized Users
2. Contract Ordering
 - Centralized
 - Decentralized
 - General
 - INS

3.2.4.4 Financial

FINANCIAL		
1	Original Estimated Lifecycle Contract Value:	\$9,000.00
2	Current Estimated Lifecycle Contract Value:	\$16,000.00
3	Current Obligated Funds:	\$5,000.00

- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds

3.2.5 Terms & Conditions

TERMS & CONDITIONS			
1	Name	2	Description
3	Date		
1	Service Contract Act	Notes	May 24, 2017
2	Economic and MOnetary Union (EMU) Compliance	Notes	May 31, 2017

- 1. Name
- 2. Description
- 3. Date

3.2.6 History & Contract Mods

3.2.6.1 History

HISTORY			
1	Date	2	Last Modified By
3	Description		
1	May 24, 2017	Brait Lee	Notes
2	May 25, 2017	Justin Clark	Notes

- 1. Date
- 2. Last Modified By
- 3. Description

3.2.6.2 Show Cause/ Cure Notice

SHOW CAUSE / CURE NOTICE			
1	Show Cause / Cure Notice:	NO	2
		Show Cause / Cure Notice Date:	May 31, 2017
3	Actions:	Initial	

- 1. Show Cause / Cure Notice
- 2. Show Cause / Cure Notice Date
- 3. Actions

3.2.6.3 Contract Mods

CONTRACT MODS	
#	Name 1
1	876 5/24/2017 2
2	876 5/24/2017

- 1. Name - Which contains list of contract mods
- 2. If user click on any name, then user will get the detail

3.2.7 Orders

3.2.7.1 List

ORDERS			
#	Name 1	Type 2	Effective Date 3
1	22151	Firm Fixed with EPA	May 31, 2017
2	125698	Cost Plus Incentive	Jun 15, 2017

- 1. Orders Name
- 2. Type
- 3. Effective Date

3.2.7.2 Details

DETAILS			
1 Order Name	22151	2 Scope	Center Outsourcing
3 Order Type	Firm Fixed With EPA	4 Effective Date	May 31, 2017
5 Pop From	May 24, 2017	6 Pop To	Jun 14, 2017
7 Proposal Date	May 25, 2017	8 Resp Center	Scotiabank
9 Customer	Michel		
10 Description	Notes		

- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Effective Date
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Resp Center
- 9. Customer
- 10. Description

3.2.7.3 Financials

FINANCIALS			
1 Fixed Price Cumulative	\$10,000.00	2 Cost Cumulative	\$5,000.00
3 Fee Cumulative	\$1,000.00	4 Total Cumulative	\$16,000.00
5 Obligated Amount	\$5,000.00		
Limit of Funds			
6 Amount	\$100,000.00	7 Notification	Jun 14, 2017
8 Percentage (%)	50		

- 1. Fixed Price Cumulative
- 2. Cost Cumulative
- 3. fee Cumulative
- 4. Total Cumulative
- 5. Obligated Amount
- 6. Limit of Funds Amount
- 7. Limit of Funds Notification
- 8. Limit of Funds Percentage

3.2.7.4 Decentralized Order

DECENTRALIZED ORDER		
1 Payment Office	Federal	
2 Contract Administrator	Andrew Flintop	
3 Contract Admin Backup	Thomson Brett	

- 1. Payment Office
- 2. Contract Administrator
- 3. Contract Admin Backup

3.2.7.5 Contracting Officer

CONTRACTING OFFICER		
#	Name	1
1	Federal	
2	Michel Clark	

- 1. Name of Contracting Officer

3.2.7.6 Account Manager

ACCOUNT MANAGER		
#	Name	1
1	Michel Clark	
2	Andrew Flintop	

- 1. Name of Account Manager

3.2.7.7 Security

SECURITY	
1	<input checked="" type="checkbox"/> Required
2	Security Requirement Notes Notes

- 1. Required
- 2. Security Requirement Notes

3.2.7.8 Modifications

MODIFICATIONS		
#	Name 1	Effective Date 2
1	3452352	Jun 30, 2017

- 1. Name
- 2. Effective Date

3.2.7.9 Modification Details

Modification - 3452352 of 22151 9			
DETAILS			
1 Name	3452352	2 Scope	Certification And
3 Order Type	Cost Sharing	4 Change Type	Bilateral
5 Pop From	Jun 5, 2017	6 Pop To	Jun 6, 2017
7 Proposal Date	May 31, 2017	8 Effective Date	Jun 30, 2017

- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Change Type
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Effective Date
- 9. Back to list

3.2.7.9.1 Modification Financials

FINANCIALS		
Field 1	Amount 2	Adjustment 3
Fixed Price	\$10,000.00	Plus
Cost	\$5,000.00	Plus
Fee	\$1,000.00	Plus
Obligated	\$5,000.00	Plus

- 1. Fields
- 2. Amount
- 3. Adjustment

3.2.7.9.2 Modifications Changes Made

CHANGES MADE	
1	Add/Change Funding Data
2	Administrative Change
3	Change PoP

- 1. Add/ Change Funding Data
- 2. Administrative Change
- 3. Change Pop

3.2.8 Documents

DOCUMENTS FOLDERS				
1	Funds	Legal	New Folder 2	

DOCUMENTS				
1 Name	2 Size	3 Type	4 Time	5 Date
Affiliations	49kb	png	7:11 PM	May 24, 2017
user-guide	1311kb	docx	7:11 PM	May 24, 2017
user-guide	2309kb	pages	7:10 PM	May 24, 2017

- 1. Folder
- 2. New Folder

- 1. Name
- 2. Size
- 3. Type
- 4. Time
- 5. Date

3.3 Downloads

3.3.1 Program Details

Program - State Children's Insurance				
General Information				
Program Number :	103483		Phase:	Reopen
Summary Information				
RPF #:	6545-5456		Letter Contract No#:	2999-5454
Prime Contract #:	464-5445		Contract Id #:	566-8787
Role	Subcontractor		Sub Contract #:	6656-545
Contract Types				
SNo.	Contract Type			
1	Firm Fixed Incentive			
Place Of Performances				
SNo.	Place			
1	Washington			
Award Basis				
Award Basis	Multiple	If task/delivery orders then competition is		Discretionary
Service Offerings				

3.3.2 Order Details

Order Name - 1398				
Details				
Order Type :	Cost Sharing		Scope :	Program management
Pop From :	Apr 26, 2017		Pop To :	Apr 27, 2017
Effective Date :	Apr 26, 2017		Resp Center :	test
Proposal Date :	Apr 19, 2017		Customer :	Michel Clark
Description :	Used for testing			
Financial				
Fixed Price Cumulative :	\$22,545,655.00		Cost Cumulative :	(\$4,454,567.00)
Fee Cumulative :	\$456,456,787.00		Total Cumulative :	\$474,547,875.00
Obligated Amount :	(\$44,545,678.00)			
Limits Of Funds				
Amount :	\$45,000.00		Notification :	Apr 27, 2017
Percentage(%) :	44			

4 Reports



- 1. Financial report
- 2. Order Modification Report

4.1 Financial Report

Step 1

FINANCIAL REPORT

1

Original Estimated Lifecycle Contract Value

Greater than:100\$Less than:5000\$

2

Current Estimated Lifecycle Contract Value

Greater than:500\$Less than:10000\$

3

Current Obligated Funds

Greater than:500\$Less than:6000\$

4

Submit

Reset

- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds
- 4. Submit
- 5. Reset

Step 2

5

Reset

Export

1

FINANCIAL REPORT

	Greater than	Less than
Original Estimated Lifecycle Contract Value	\$100.00	\$50,000.00
Current Estimated Lifecycle Contract Value	\$100.00	\$10,000.00
Current Obligated Funds	\$100.00	\$10,000.00

#	Program Name2	Estimated Life Contract Value3		Current Obligated Funds4
		Original	Current	
1	Domestic Programme	\$5,000.00	\$5,400.00	\$1,000.00

- 1. Original Estimated Lifecycle Contract Value
- 2. Program Name
- 3. Estimated Lifecycle Contract Value
- 4. Current Obligated Funds
- 5. Reset
- 6. Export

4.2 Order Modification Report

Step 1

ORDER MODIFICATION REPORT

1

Program

Broadband Delivery

Order

#	2	Name	
1	22151		<input type="checkbox"/> 3
2	125698		<input type="checkbox"/>

Previous

1

Next

4

Submit

Reset

5

- 1. Program
- 2. Order Names
- 3. Check box
- 4. Submit
- 5. Reset

Step 2

ORDER MODIFICATION REPORT

1

Program:

Broadband Delivery

Prime Contract Number:

OoD-2345

Award Date:

May 24, 2017

Maximum Term Start Date:

May 25, 2017

Maximum Term End Date:

May 31, 2017

2

Order: 22151

3

Order Mod #	Order Type	Effective Date	Pop From	Pop To	Obligated Amount	Fixed Price Amount	Cost Amount	Fee Amount	Total Amount
3452352	Cost Sharing	Jun 30, 2017	Jun 5, 2017	Jun 6, 2017	\$5,000.00	\$10,000.00	\$5,000.00	\$1,000.00	\$16,000.00

- 1. Program
- 2. Order no.
- 3. Order modification Fields

5 Modifying a Program

5.1 Program Editor

5.1.1 General

5.1.1.1 General Information

GENERAL INFORMATION

1

Program Number:

103492

3

Program Name*:

Broadband Delivery

2

Phase:

Canceled

1. Program Number – auto generated number and cannot be edited
2. Program Name – text which is used to identify the program
3. Phase

5.1.1.2 Summary Information

SUMMARY INFORMATION

1

RFP #:

32568

2

Letter Contract #:

a85791

3

Prime Contract #:

OoD-2345

4

Contract Id #:

35894

5

Role:

PRIME

6

Subcontract #:

35894.12

1. RFP #
2. Letter Contract #
3. Prime Contract #
4. Contract Id #
5. Role – User can take one of the following values
 - Prime
 - Subcontractor
6. Subcontract Id #

5.1.1.3 Contract Types

CONTRACT TYPES

#

Contract Type

1

1

Time & Material

Clear

2

Cost Plus Incentive

Clear

3

Firm Fixed Price

Clear

4

Select an option

Done

1. Contract Type
2. Clear - User can remove the selected contract type.

5.1.1.4 Primary Place of Performance

PRIMARY PLACE OF PERFORMANCES

#

Places

1

1

California

Clear

2

Place search

Done

1. Places - user can select multiple.

5.1.1.5 Award Basis

AWARD BASIS

1

Award Basis:

Multiple

If task/delivery orders then competition is:

2

DISCRETIONARY

1. Award Basis : User can take one of the following values
 - Multiple
 - Single
2. If task/delivery orders then competition is:
 - Discretionary
 - None
 - Required

5.1.1.6 Service Offerings

SERVICE OFFERINGS

#

Service Offering

1

1

Applications Maintenance

Clear

2

Business Continuity

Clear

3

Health Care Finance Administration (HCFA)

Clear

4

Select an option

Done

1. Service Offerings

5.1.1.7 Corporate Identifier

CORPORATE IDENTIFIER

1

CAGE Code:

OCVK8

Corporate DUNS:

2

07-781-7617

3

Corporate Location:

225 GRANDVIEW AVE, CAMP HILL, PA

1. Cage Code
2. Corporate DUNS –Auto generated
3. Corporate Location

5.1.1.8 Renewal

RENEWAL

1

Current Term Expires On:

2017-05-31

Next notice of intent due

2

2018-05-17

3

Valid exercise requires (day[s] notice):

3

1. Current Term Expire On
2. Next notice of Intent due by
3. Valid exercise requires (day[s] notice)

5.1.1.9 Dates

DATES

1

Award Date:

2017-05-24

2

Maximun Term Start Date:

2017-05-25

Maximun Term End Date:

3

2017-05-31

4

Base Period Start Date:

2017-05-31

Base Period End Date:

5

2018-05-31

1. Award Date

2. maximum Term Start Date
3. Maximum Term End Date
4. Base Period Start Date
5. Base Period End Date

5.1.1.10 Option Periods

OPTION PERIODS

#	Number	1	Start Date	2	End Date	3
1	12558		May 24, 2017		May 31, 2017	Clear
2	12885		Jun 4, 2018		Jun 29, 2018	Clear
3						Done

1. Number
2. Start Date
3. End Date

5.1.1.11 Procurement Regulations

PROCUREMENT REGULATIONS

#	Regulation	1	Notes	2
1	NASA		Notes	Clear
2	Select an option			Done

1. Number
2. Start Date
3. End Date

5.1.1.12 Owners

OWNERS

#	Owner	1	Type	2
1	Justin Clark		finance	Clear
2	Newdean		Legal	Clear
3	user search		Select An Option	Done

1. Owner
2. Type

5.1.2 Affiliations

AFFILIATIONS

#	Affiliation Type	1	Program Name	2
1	IS A COUNTER CL		State Children's Insurance	Clear
2	IS A RELATED CL		Cross-Government Prosperity Fund Programme	Clear
3	IS CONSOLIDATED		Counter-Proliferation	Clear
4	select an option		Program Search	Done

1. Affiliation Type
2. Program Name

5.1.3 Contacts

CONTACTS

#	Type	1	Contact	2
1	Awarding Agency		Fred	Clear
2	Contractor		Andrew Flintop	Clear
3	Payment Office		Thomson Brett	Clear
4	Select an option		Contact Search	Done

1. Type
2. Contact

5.1.4 Financials

5.1.4.1 Financial Control Data

FINANCIAL CONTROL DATA

1 Responsibility Center:

1. Responsibility Center

5.1.4.2 Payment Information

PAYMENT INFORMATION

1 Payment Office:

Andrew

2 Special Billing Provisions:

1. Payment Office
2. Special Billing Provisions

5.1.4.3 Mechanics

MECHANICS

1 Authorized Users:

Contract Ordering:

2 Select an option

1. Authorized Users
2. Contract Ordering

5.1.4.4 Financial

FINANCIAL

1 Original Estimated Lifecycle Contract Value:

9000 \$

2 Current Estimated Lifecycle Contract Value:

\$16,000.00

3 Current Obligated Funds:

\$5,000.00

1. Original Estimated Lifecycle Contract Value
2. Current Estimated Lifecycle Contract Value
3. Current Obligated Funds

5.1.5 Terms & Conditions

TERMS & CONDITIONS

#	Name 1	Description 2	Date 3	
1	Service Contract Act	Notes	May 24, 2017	Clear
2	Economic and MOnetary Union (EMU) Compliance	Notes	May 31, 2017	Clear
3	Select an option			Done

« Previous 1 Ne

1. Name
2. Description
3. Date

5.1.6 History & Contract Mods

5.1.6.1 New History

NEW HISTORY

1 Date:

Last Modified By:

3 User Search

2 Description

1. Date
2. Last Modified By
3. Description

5.1.6.2 Show Cause / Cure Notice

SHOW CAUSE / CURE NOTICE

1 Show Cause / Cure Notice:

No

Show Cause / Cure Notice Date:

2 2017-05-31

3 Actions:

Initial

1. Show Cause/Cure Notice
2. Show Cause/ Cure Notice Date
3. Actions

5.1.6.3 New Contract Mods

NEW CONTRACT MOD

1 Contract Mod#

Effective Date:

2

3 Change Type:

Select an option

Comment:

6

CHANGES MADE

#	7 Type Of Change Made	
1	Select an option	Done

1. Contract Mod#
2. Effective Date
3. Change Type
4. Comment
5. Type of Change Made

5.1.7 Orders

5.1.7.1 New Order

NEW ORDER

Save

Ca

DETAILS

1

Order Name*

3

Order Type:

select an option

5

Pop From:

7

Proposal date:

9

Customer:

Customer Search

10

Description:

2

Scope:

select an option

4

Effective date:

6

Pop To:

8

Resp Center:

1. Orders Name

2. Scope

3. Order Type

4. Effective Date

5. Pop From

6. Pop To

7. Proposal date

8. Resp Center

9. Customer

10. Description

5.1.7.2 Financials

FINANCIALS

Save

Ct

1

Fixed Price Cumulative:

10000

\$

3

Fee Cumulative:

1000

\$

5

Obligated Amount:

5000

2

Cost Cumulative:

5000

4

Total Cumulative:

16000

6

Amount:

100000

\$

8

Percentage:

50

%

Limit of Funds

7

Notification:

2017-06-14

1. Fixed Price Cumulative

2. Cost Cumulative

3. fee Cumulative

4. Total Cumulative

5. Obligated Amount

6. Limit of Funds Amount

7. Limit of Funds Notification

8. Limit of Funds Percentage

5.1.7.3 Decentralized Order

DECENTRALIZED ORDER

1

Payment Office:

Fred

2

Contract Administrator:

Andrew

3

Contract Admin Backup:

Thomson

1. Payment Office

2. Contract Administrator

3. Contract Admin Backup

5.1.7.4 Contracting Officer

CONTRACTING OFFICER

#

Name

1

1

Michel Clark

Clear

2

Fred

Clear

3

Contracting Officer Search

Done

1. Name

5.1.7.5 Account Manager

ACCOUNT MANAGER*

Save

#

Name

1

1

Michel Clark

Clear

2

Andrew Flintop

Clear

3

Account Manger Search

Done

1. Name

5.1.7.6 Security

SECURITY

Sav

1

☒ Required

2

Security Requirement Notes

Notes|

1. Required

2. Security Requirement Notes

5.1.7.7 New Modification

New Modifications of 22151

Save

Cancel

DETAILS

1

Name*

Scope:

2

select an option

▼

3

Order Type:

select an option

▼

Change Type:

4

select an option

▼

5

Pop From:

📅

Pop To:

6

📅

7

Proposal Date:

📅

Effective Date:

8

📅

- 1. Name
- 2. Scope
- 3. Order Type
- 4. Change Type
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Effective Date

FINANCIALS		
Field 1	Amount 2	Adjustment 3
Fixed Price:	<div></div> \$	<div>select an option</div> ⬆⬇⬆
Cost:	<div></div> \$	<div>select an option</div> ⬆⬇⬆
Fee:	<div></div> \$	<div>select an option</div> ⬆⬇⬆
Obligated:	<div></div> \$	<div>select an option</div> ⬆⬇⬆

- 1. Field
- 2. Amount
- 3. Adjustment

1

CHANGES MADE

2

☐

Add/Change Funding Data

☐

Administrative Change

☐

Change PoP

☐

Change Scope/SOW

☐

Incorporate Proposal

☐

Option Exercise

- 1. Change Made
- 2. Check Box

5.1.8 Documents

5.1.8.1 New Document

DOCUMENTS FOLDERS

Funds

Legal

1

✓

✕

- 1. New Folder

5.1.8.2 New File

NEW FILE

Car

1

Choose Files

No file chosen

2

Name

Size

3

Status

4

Actions

5

⬆

Upload all

⬆

Stop

- 1. Choose File
- 2. Name
- 3. Size
- 4. Status
- 5. Actions

5.2 Deleting a Program

see [Tool bar](#) section

6 Settings



- 1. Users
- 2. Contacts
- 3. Places

6.1 Users

6.1.1 List

USERS						New
#	Name 1	Login 2	Mobile 3	Email 4	Type 5	
1	Albert Smith	Albert.smith	+919856985542	Sksushil999@Gmail.Com	Legal	Edit Delete
2	Big Show	william.beth	+10245698569	Willi54@Gmail.Com	Finance	Edit Delete
3	Brait Lee	Lee.Brait	+14545454545	LeeCooper@Gmail.Com	Legal	Edit Delete
4	Jerry	jerry_123	+102894759869	Jerry@Msn.Com	Legal	Edit Delete
5	Justin Clark	dean.newport	+919856456465	Justin@Gmail.Com	Legal	Edit Delete
6	Newdean	newdean	+11458456789	Newdean@Gmail.Com	Legal	Edit Delete
7	Sachin Sharma	sachin	+919454545454	Sachin@Gmail.Com	Legal	Edit Delete

« Previous 1 Next »

- 1. Name
- 2. Login
- 3. Mobile
- 4. Email
- 5. Type

6.1.2 Creating a new user

NEW USER 7 Save Cancel

1 First Name*:

2 Last Name:

3 Login*:

4 Mobile*:

5 Email*:

6 Type*:

- 1. First Name
- 2. Last name
- 3. Login
- 4. Mobile
- 5. Email
- 6. Type
- 7. Save

6.2 Contacts

6.2.1 List

CONTACTS					New
#	Name 1	Email 2	Telephone 3	Address 4	
1	Andrew Flintop	Andrew.Contact@Gmail.Com	9876543210	Roland Witvoet , Richard Paul, Liza R, 110003, India	Edit Delete
2	Fred	Fed_1@Gmail.Com	+14589345869	New Street , Wyllas, Paris, 75020, France	Edit Delete
3	Michel Clark	Michel@Gmail.Com	310-775-2525	Ciudad Colonial (Santo Domingo), San Juan, Montserrat, 00801, West Indies	Edit Delete
4	Thomson Brett	Thomso@Ymail.Com	202-738-5077	Street , Seiri, Paris, 213456, France	Edit Delete

« Previous 1 Next »

- 1. Name
- 2. Email
- 3. Telephone
- 4. Address

6.2.2 Creating a new contact

NEW CONTACT Save Cancel

1 First Name*:

2 Last Name:

3 Email*:

4 Telephone*:

5 Street:

6 City:

7 State:

8 Postal Code:

9 Country:

Country Search

- 1. First Name
- 2. Last Name
- 3. Email
- 4. Telephone
- 5. Street
- 6. City
- 7. State
- 8. Postal Code
- 9. Country

6.3 Places

6.3.1 List

PLACES		
#	Name	
1	Alaska	<div>EditDelete</div>
2	Arizona	<div>EditDelete</div>

1. Name

2. Edit/Delete

6.3.2 Creating new place

NEW PLACES

Name*

SaveCancel

1. Name

7 Listings

7.1 Advance Filter Options

- 1. Phase
- 2. Contract Type
- 3. Subcontract
- 4. Prime Contract
- 5. Program Number
- 6. Contract Id
- 7. RFP#

7.2 Program Phases

- | | | |
|----------------------------|----------------------|------------------------|
| 1. Active | 10. Error | 19. Processed |
| 2. Approved | 11. Inactive | 20. Proposal |
| 3. Approved (Pending) | 12. Locked | 21. Re-Open |
| 4. Cancelled | 13. Lost | 22. Rejected |
| 5. Cancelled (Pending) | 14. Not Submitted | 23. rejected (Pending) |
| 6. Close | 15. Open With IT | 24. Reopen |
| 7. Close - Out | 16. Open-OLD | 25. Research Pending |
| 8. Closed | 17. Pending Approval | 26. Submitted |
| 9. Contract Administration | 18. Pre-Proposal | |

7.3 Contract Types in a Program

- | | | |
|----------------------|---------------------------|--------------------------|
| 1. Time and Material | 7. Fixed Price | 13. Cost reimbursable |
| 2. Level of efforts | 8. Level of efforts | 14. cost plus incentive |
| 3. Letter Contract | 9. Firm Fixed with EPA | 15. Cost plus Fixed fees |
| 4. Labour hours | 10. Firm Fixed Price | 16. Cost plus Award fees |
| 5. IDIQ | 11. Firm fixed Incentives | |
| 6. Fixed Unit Price | 12. Cost sharing | |

7.4 Service Offerings in a Program

- | | | |
|------------------------------------|---|----------------------------|
| 1. Applications Development & Mgt | 8. E Communities | 14. Midrange |
| 2. Applications Maintenance | 9. Enterprise Customer Management | 15. Procurement |
| 3. Asset Mgt and Maintenance | 10. Health Care Finance Administration (HCFA) | 16. Project Support |
| 4. Business Continuity | 11. Help Desk | 17. Telecommunications |
| 5. Claims or Settlement Processing | 12. Internet Solutions & Applications | 18. Training and Education |
| 6. Consulting | 13. Mainframe | |
| 7. Desktop/Client Server | | |

7.5 Corporate CAGE Codes

- 1. 05HD8
- 2. 1U305
- 3. 0CVK8
- 4. 24612
- 5. 00MK8
- 6. TBD
- 7. 1D6O3
- 8. 4TJT0
- 9. 39500000

7.6 Corporate Locations

- 1. 5400 Legacy Drive, Plano, TX
- 2. 13600 EDS Drive, Herndon, VA
- 3. 225 Grandview Ave, Camp Hill, PA
- 4. 1600 North Beauregard Street, Alexandria, VA
- 5. 7900 Westpark Dr, T-600, McLean, VA
- 6. Falls Church, VA
- 7. 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
- 8. SafeGuard Services
- 9. NHIC

7.7 Affiliation Types

- | | | |
|---------------------|---------------------|---------------------|
| 1. Default | 7. is a cross clai | 13. is subpoena for |
| 2. is a third part | 8. is a master agr | 14. is a cross refe |
| 3. is an addendum | 9. is a master cas | 15. is an order und |
| 4. is a counter cl | 10. is a related cl | 16. is related to |
| 5. is a consolidate | 11. is a related is | |
| 6. is consolidated | 12. is the same iss | |

7.8 Contact Types

- 1. Awarding agency
- 2. Govt. POC
- 3. Contractor
- 4. Payment Office

7.9 Terms and Conditions

- | | | |
|--|--|--|
| 1. Products | 31. SEI/CCM Applicability | 58. FOIA Copies Required |
| 2. Financial | 32. ISO 9000 Applicability | 59. Show Cause Provision |
| 3. Performance | 33. Warranty Provisions | 60. Cure Notice Provision |
| 4. Security | 34. Cancellation Provisions | 61. Other (Key Issues) |
| 5. Corp. Risk | 35. Liquidated Damages | 62. Truth in Negotiations Act (TINA) |
| 6. Key Issues | 36. Government Property | 63. Cost Sharing (Identify Terms of Arrangement) |
| 7. Other | 37. Engineering Changes/Value Engineering Changes | 64. Level of Effort (Identify Limitations) |
| 8. Unusual Terms/Conditions | 38. Other (Performance) | 65. Overtime Restrictions (FAR 52.222-2) |
| 9. Subcontracting | 39. Security Clearances | 66. Restrictions or Special Regts For Subcontracts |
| 10. Key Personnel | 40. DD 254 | 67. Other Special Provisions/Limitations |
| 11. Service Contract Act | 41. Non-Publicity | 68. Restrictions on Subcontracting |
| 12. No Hire/No Solicitation Clause | 42. Other (Security) | 69. Notification and/or Consent Requirements |
| 13. Other (Labor) | 43. System Development With Fixed Or Capped Pricing | 70. Subcontracting Plan Required |
| 14. Buy American Act/Trade Agreement Act | 44. Customer With Credit Risk | 71. Subcontracting Plan Not Required |
| 15. New Materials Clause | 45. Contractual Financial Performance Penalties | 72. List of Subcontractors |
| 16. Discounted Products/Technology Refreshments | 46. Payment Terms > 45 Days After The Month of Service | 73. Organizational Conflict of Interest Potential |
| 17. Special Test Equipment Required | 47. Pricing Adjustments Using Benchmarks, etc. | 74. TINA-FAR 52.215-10 |
| 18. Customer Paying For Development of Product(s) | 48. Most Favored Customer Provisions | 75. TINA-FAR 52.215-11 |
| 19. EDS Retains Ownership of Products | 49. Non-competition or Other Exclusivity Provisions | 76. TINA-FAR 52.215-12 |
| 20. Other (Products) | 50. Economic and Monetary Union (EMU) Compliance | 77. TINA-FAR 52.215-13 |
| 21. Cost or Pricing Data Required | 51. Year 2000 Compliance | 78. Labor |
| 22. Defective Pricing Clause | 52. Costing Based On Non-Std Infrastructure Charges | 79. Key Personnel |
| 23. Caps On Indirect Rates | 53. Media Release Restrictions | 80. Service Contract Act |
| 24. FCCOM Allowed | 54. Rights in Technical Data/Computer SW | 81. No Hire/No Solicitation Clause |
| 25. Economic Price Adjustment Clause | 55. Incorporation of Sections K, L and/or M | 82. Other (Labor) |
| 26. FAR Penalty Clause (52.242-3) | 56. Commercial Terms and Conditions | 83. CAS Clauses FAR 52.230-5 |
| 27. Precontract or Cost Allowable Restrictions | 57. Corporate Agreements Applicable | 84. CAS Clauses FAR 52.230-4 |
| 28. Costs Specifically Unallowable By Contract Terms | | 85. CAS Clauses FAR 52.230-6 |
| 29. Profit or Fee Provisions In The Contract | | 86. CAS Clauses FAR 52.230-1 |
| 30. CAS Clauses (FARs 52.230-1 thru 52.230-6) | | 87. CAS Clauses FAR 52.230-2 |
| | | 88. CAS Clauses FAR 52.230-3 |

7.10 Order Scope

- | | | |
|--|---------------------------------------|--|
| 1. TBD | 14. Consulting services | 27. Intel |
| 2. Certification and Deployment Procedures | 15. Center outsourcing | 28. Intranet/Internet design and/or management |
| 3. Year 2000 efforts | 16. Site surveys and/or design | 29. Hardware/Software |
| 4. Product Delivery | 17. Network management | 30. Data processing |
| 5. Telecommunication | 18. Personnel systems | 31. Distance Learning |
| 6. Cable installation | 19. Seat Management | 32. Warranty and maintenance |
| 7. Program/facilities modernization | 20. Integrated Data Environment (IDE) | 33. Training |
| 8. Infrastructure Services | 21. Software | 34. Intranet/Internet/Web design and/or management |
| 9. Installation | 22. Facilities management | 35. Program management |
| 10. Logistics | 23. Emergency Management | 36. Call center/help desk |
| 11. Loan processing/management systems | 24. Outsourcing | 37. Software development |
| 12. Information Assurance | 25. Systems engineering | |
| 13. Hardware | 26. Medical information systems | |

7.11 Order Type

- | | | |
|------------------------|---------------------------------|-------------------------|
| 1. Fixed Unit Price | 6. Firm Fixed Price | 11. Firm Fixed with EPA |
| 2. Cost Plus Incentive | 7. Cost Plus Fixed Fee | 12. Cost Plus Award Fee |
| 3. Level of Effort | 8. Fixed Price, Level-Of-Effort | 13. Cost Sharing |
| 4. Time and Materials | 9. Letter Contract | 14. IDIQ |
| 5. Cost Reimbursable | 10. Firm Fixed Incentive | 15. Labor Hour |